

POLICY/PROCEDURE NUMBER: **C – 2.2**

DATE: October 1996	SUBJECT: Quarterly Journal Editorial Committee
ISSUE: Publications	
REVIEWED: September 2023	PAGES: 1 of 1

1. Policy:

The Quarterly Journal shall have an Editorial Committee to support and advise the Managing Editor of a Publication Company for CHES.

2. Procedure:

The Editorial Committee is made up of the CHES Communications Committee members.

3. Responsibilities

- 3.1 Contribute to the Journal through constructive criticism and advice.
- 3.2 Act as a resource network for articles, letters and submissions. It is expected that each Editorial Committee member would be responsible for promoting and encouraging submission of articles from within their Chapters for each issue.
- 3.3 Recommend to the CHES Board of Directors objectives and goals for the Journal.
- 3.4 Discuss current trends and issues.
- 3.5 Ensure that frequent and ongoing communication occurs between Editorial Committee members.

Approved by: _____
 President

Date: _____